## CPA MICS COMPLIANCE CHECKLIST

# **BINGO**

Client Name:	Audit Period:	Prepared By:				
NGC Regulation 6.090(9) requires the CPA to use "criteria established by the chairman" in determining whether a Group I or Group II licensee is in compliance with the Minimum Internal Control Standards (MICS). This checklist is to be used by the CPA in determining whether the licensee's bingo operations are in compliance with the Bingo Minimum Internal Control Standards.  Indicate licensee personnel contacted:						
Date of Inquiry	Person Interviewed	Posi	tion			
Unless otherwise instructed, examine a completed document for compliance for those Questions referring to records/documentation (denoted by underlined question numbers in bold print), recalculating where appropriate. Indicate (by tickmark) whether the procedures were confirmed via examination/review of documentation, through inquiry of licensee personnel or via observation of procedures. Tickmarks used:  Confirmed via examination/review Confirmed via inquiry Confirmed via observation  Note 1: For any Board-authorized computer applications, alternate documentation and/or procedures which achieve the objectives of the Minimum Internal Control Standards will be acceptable Such						
alternate documentation and/or procedures must be described in detail as to their acceptability.						
Note 2: A shift is any time period, designated by management, up to 24 hours.						
		<u>Yes</u>	W/P No Ref.			

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			Yes	<u>No</u>	W/P <u>Ref.</u>
Gá	ame	e Play			
1.	At those locations with an annual bingo write exceeding \$1 million in the previous 12-month period ended June 30, do employees who sell cards on the floor not verify payouts with cards in their possession?				
Tes	sting	of Questions 2 and 3 is required.			
	_	Select card sales documentation for 2 days per year. Test days be in non-consecutive months.			
<u>2.</u>		e all sales of bingo cards documented by recording at least the lowing:			
	a.	Date?			
	b.	Shift?			
	c.	Session (if applicable)?			
	d.	Dollar amount?			
	e.	Signature or initials of at least one seller (if manually documented)?			
	f.	Signature or initials of person independent of seller who has randomly verified the card sales? ( <b>This requirement is not applicable to locations with \$1 million or less in annual write.</b> )			
<u>3.</u>	Is the total write (card sales) computed and recorded by shift (and session, if applicable)?				
4.	Are procedures utilized to insure the correct calling of numbers selected in the bingo game?				
5.	Is each ball shown to a television camera immediately after it is called so that it is individually displayed to all patrons?				
<u>6.</u>	mo	r all coverall games and other games offering a payout of \$1,200 or ore, as the balls are called are the numbers immediately recorded the caller and maintained for a minimum of 24 hours?			

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			<u>Yes</u>	No	W/P Ref.	
7.		e controls present to assure that the numbered balls are placed ck into the selection device prior to calling the next game?			<u></u>	
8.	Is t	he authenticity of each payout verified by at least two persons?				
9.	per	computerized card verifying system functions as the second son verifying the payout, is the card with the winning numbers played to patrons in the bingo room?				
Tes	ting	of Questions 10 and 11 is required.				
Scope: For questions 10 and 11, select payout documentation for 2 days per year. Test days should be in non-consecutive months.						
<u>10.</u>	req the	addition to the two verifiers, do payouts in excess of \$1,200 uire written approval, by supervisory personnel independent of transaction, that the ticket has been examined and verified to the ster ticket record to ensure that the ticket has not been altered?				
<u>11.</u>		he total payout computed and recorded by shift (and session, if blicable)?				
Promotional Payouts and Awards						
The following question must be answered if the cost of personal property or bonus and promotional payouts are deducted from bingo revenue.						
Tes	ting	of promotional payout documentation is required.				
		Select promotional payout documentation for 2 days per year. ys should be in non-consecutive months.				
<u>12.</u>	Does the payout form/documentation include the following information:					
	a.	Date and time?				
	b.	Dollar amount of payout or description of personal property (e.g., jacket, toaster, car, etc.)?				
	c.	Type of promotion?				

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	d.	Signature of at least one employee authorizing and completing the transaction?	<u>Yes</u>	<u>No</u>	W/P Ref.
Co	ontr	ol of Funds			
Tes	ting	of Questions 13 and 14 is required.			
	_	For Questions 13 and 14, select bingo accountability documents ys per year. Test days should be in non-consecutive months.			
<u>13.</u>		e all funds used to operate the bingo department recorded on an ountability form?			
14.		e the above funds counted by at least two persons and reconciled he recorded amounts at the end of each shift?			
Ac	ces	ss to Sensitive Areas			
15.		ccess to controlled bingo equipment (e.g., blower, balls in play, back-up balls) restricted to authorized persons?			
16.		e procedures established to inspect new bingo balls put into play well as for those in use?			
17.		ingo equipment maintained and checked for accuracy on a iodic basis?			
18.		he bingo card inventory controlled so as to assure the integrity he cards being used?			
Sta	atis	tics			
Tes	ting	of Question 19 is required.			
Sco	pe:	Select records for 1 day per year.			
<u>19.</u>		records maintained which include win, write (card sales), and a -to-write hold percentage for:			
	a.	Each shift or each session?			

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			* 7		W/P
	b.	Each day?	<u>Yes</u>	<u>No</u> 	<u>Ref.</u>
	c.	Month-to-date?			
	d.	Year-to-date?			
20.		ingo statistical information reviewed by non-bingo management east on a monthly basis?			
21.		any large or unusual statistical fluctuations investigated by a-bingo management?			
<u>22.</u>	Are	such investigations documented and maintained?			
Ra	nd	om Number Generator (if applicable)			
23.	doe	ne random number generator linked to the computer system and s it directly relay the numbers selected into the computer without nual input?			
24.		bingo personnel precluded access to the random number erator?			
<u> 25.</u>	pote	east weekly, is the numerical frequency distribution reviewed for ential patterns by an individual independent of the bingo artment?			

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